



TRAINING OPPORTUNITY
Detrick Center for Training and Education Excellence
Fort Detrick, MD

Course Title: REPORT WRITING

Dates / Location / Hour: 30 Mar - 01 Apr 04, DCTEE, Classroom 2, Bldg. 1520, Fort Detrick, MD 0800-1600

Registration Deadline: 9 Mar 04; Call the Course Manager if you have a nomination but have missed the suspense; there may still be spaces available.

Cost: \$295 per participant (Includes textbook "Writing Power")

Vendor: Lausanne Institute, 109 Knoxlyn Farms Drive, Kennett Square, PA

Description:

This course will help enable you to develop a style of writing that's more accessible to readers. You'll learn an approach to writing reports that's faster and easier than the method you are using currently. This program teaches you how to write reports that will have maximum impact on your readers, and persuade them to adopt your ideas.

Course Objectives: Understanding the elements of reports; presenting information in clear concise readable manner; defining your purpose and your reader; polishing grammar and usage; and writing in a visual style.

Content:

Brain storming and organizing information; understanding the general format of reports; writing executive summaries; writing for the reader; making information simple and concise; introducing variety in sentences; and avoiding wordiness and pompous language.

Instructional Methods:

- Lecture, feedback, group interaction and written exercises.

Who should attend: This course is for all busy professionals who want to improve their capacity to organize; write and revise reports. Participants are to bring to class something that they are currently working on and any reference materials they may need. This course allows the student time to work back at the work site if computer facilities are not available at the training site.

Check your Army Civilian Training Education and Development System Plan at <http://cpol.army.mil/train/acteds> to see if course will satisfy the core competency requirements in your Career Program or Career Field.

Course Manager: Tel. 301-619-3360, Fax 301-619-2884, E-Mail: USAGDCTEE@det.amedd.army.mil

How to Nominate and Apply: FAX DD Form 1556 to DCTEE (301-619-2884 or DSN 343-2884) or mail to bldg 1520 by the registration deadline. Make sure Blocks 17, 19, 23, 25, 32, 33, and 34 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. Training coordinators must add billing information in blocks 27 and 37.

Do not attend unless you have received confirmation from the course manager prior to the start of the course. Although we try to accommodate all training needs, faxing a nomination to us

does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

Notes:

Individuals who require special services or accommodations due to a disability should advise this office immediately (wheelchair access, interpreter, etc).